SIMMONS COLLEGE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
SPRING SEMESTER 1988 REGISTRATION INFORMATION
January 26 - May 16, 1988

REGISTRATION

With the submission of full payment, Course Selection Form, and Course Card, returning and new students have completed registration. College charges for tuition fees and residence must be paid prior to the completion of registration and before attending classes. Please note that no student is allowed to complete registration without account approval from the Comptroller's Office. Classes begin on Tuesday, January 26, 1988, at 9:30 a.m. No one may enter a class after the second class meeting has taken place.

TERM BILLS

If you have not received a term bill by December 2, please call the Comptroller's Office at 738-2121 to request one.

Charges should be computed on the term bill according to the instructions given. Each student must pay his/her bill in full before December 27, 1987. Checks should be made payable to Simmons College and mailed back in the envelope provided or presented at the Comptroller's Office, Room 002 Main. The College cannot assure that payments received after the due date will be processed in time to clear a student for registration without penalty of a late fee.

LATE PAYMENT/ REGISTRATION FEE

Students whose tuition has not been received by Sunday, December 27, will be charged a $30 late payment fee. An additional late registration fee of $30 will go into effect Wednesday, January 27, 1988.

REFUND POLICY: TUITION

The general policy of the College regarding tuition refunds to students is as follows:

(1) The College provides all instruction (to be paid prior to beginning of each semester) on an academic-semester basis. Tuition refunds will be granted through the first four weeks of a semester only. The date that appears on the official add-drop form filed in L305 is used to determine refund amounts. (Non-attendance in a class does not constitute withdrawal from that class.) Refunds are granted as follows:

Official Course Withdrawal Form Filed	Percentage Refunded
prior to Tuesday, January 26, 1988	100%
by Friday, January 29, 1988	80%
by Friday, February 5, 1988	60%
by Friday, February 12, 1988	40%
by Friday, February 19, 1988	20%

(1) Financial aid recipients should discuss with a representative from the Financial Aid Office the impact of adding or dropping a course prior to submitting the official add/drop form to L305.

(3) The health & student activity fees are not refundable.

Questions regarding refunds should be directed to Student Accounts personnel in the Treasurer's Office (738-2121).

PHOTO IDENTIFICATION CARDS

Those in attendance during fall semester continue to use the 1988 photo ID card issued at that time. For those not in attendance during the fall semester and new students, photo identification cards will be issued as follows:

(1) Obtain a data card in L305 for 1988 ID if you do not already have one. These will not be issued prior to Monday, January 25.

(2) Have the 1988 ID picture taken in the Business Manager's Office (Room C219 Main).

This identification card (1988) must be obtained before purchasing parking. The ID card must be shown to the security guard when entering the building, checking out books, etc., and should be carried at all times. (OVER)

If an ID is stolen, the Business Manager's Office will reissue one at a replacement cost of $10.

PARKING

Parking Permits are sold on a first-come, first-served basis from the Business Manager's Office. The rates are as follows:

$110 2nd semester
$50 2nd semester parking after 4:30 p.m.

Coupon parking: One coupon must be surrendered each time the lot is entered. $5 Basic Permit plus coupons (20 for $65).

Procedure for obtaining parking

(1) Complete steps 1 and 2 under "Photo Identification Cards."
(2) Pay the cashier's window (002 Main) the appropriate fee, obtain a receipt and a parking permit application.
(3) Complete the application and take it, along with the cashier's receipt, the 1988 ID and AUTO REGISTRATION to the Business Manager's Office to obtain a parking sticker or coupons.
(4) Parking stickers/coupons will not be issued prior to Monday, January 25.

LOCKERS

Lockers for Library Science students enrolled in the spring semester may be obtained free of charge in Room L305 beginning Monday, January 25. Lockers must be vacated at the end of spring semester when they are cleaned and items found inside are discarded. A new locker will be assigned to you your next semester in attendance.

MESSAGES

Messages for faculty may be left in Room L305G or by calling the Faculty Secretary at 738-2223. Except for emergencies, it is not possible to locate students for telephone calls although messages may be left in the L403 mail folders or by calling 738-2226.

BULLETIN BOARD

The official bulletin board is located in the corridor outside L307. Students are responsible for the information posted on this board. It is advisable to check its contents daily.

MAILBOXES

Individual student mail folders are located in the lounge of the 4th floor library. Students should check these folders each time they are in the building. Faculty mailboxes are located in Room L305, and students may leave materials for faculty in that office. To reach faculty when you are away from the College, please use numbers on the Faculty Office Hours sheet or call the Faculty Secretary at 738-2223.

GRADES

In late May, grades will be mailed to your home by the Registrar's Office of the College. Any errors or inquiries regarding grades should be referred to that office (Room 210 Main) or by calling 738-2111. Grades cannot be obtained from L305 at any time.

SPRING OFFICE HOURS	Monday, January 25	After January 25
Library Science (L305)	8:30 - 6:00	8:30 - 4:30
Business Manager (C219) I.D. photos/parking	9:00 - 12:00 1:00 - 4:00 5:00 - 6:00	8:30 - 4:30
Comptroller (002 Main) Tuition payments/ loan signatures	*9:00 - 12:00 *1:00 - 4:00 *5:00 - 6:00	8:30 - 4:30
Cashier's Window (002 Main) Payment for parking	9:00 - 12:00 1:00 - 4:00 5:00 - 6:00	10:00 - 1:00

* On Monday, January 25 ONLY, tuition payments should be taken to the exercise room next to the College gym on the third floor, main building.

GRADUATE/SPECIAL/SUMMER

PLEASE CHECK ___ SUMMER 19 ___ * FALL 19 88 ___ SPRING 19 ___

Name

0122235 LSCI/ GS
KALE, BREWSTER S.
1006 BROADWAY
SOMERVILLE, MA 02144

Social Security Number

State Zip Code Telephone No.

No. State Zip Code House or Hall Telephone No.

Simmons Graduate Program in: ~~Library Science~~

Proposed date of graduation: May 1992 (Mo. Yr.)

Are you a college graduate? Yes * No ___

If yes, college degree year

Please indicate your ethnic category: American Asian ___, American Black ___, American Indian ___, American Hispanic ___, American Caucasian ___, Foreign Student ___

Place of Birth Date of Birth (Mo. Day Yr.)

Have you registered at Simmons College before? Dates ___

Your present position	
SIGNATURES	
Student:	BH
Advisor:	

COURSES FOR WHICH YOU ARE REGISTERING

SYNONYM #	COURSE #	Consent	Div.	Sem. Hrs.	Grading Option P-F	Grading Option A-B-C-D-F
	416			4		
	421			4		

Social Security No.

SIMMONS COLLEGE
GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Course Selection (Pre-Registration)

Fall Spring Summer
19____

Expected Graduation Date _____

Name Brewster Kale
First Middle Last

Mailing Address
1006 Broadway
Number Street
Somerville, MA 02144
City State Zip Code

No. Courses Completed 0

Advisor Schwartz *

Currently Enrolled ____ New X Former ____

Home State _____ Home Country _____

	COURSE	DIVISION	SEM. HRS.
L.S.			
L.S.	415	01	4
L.S.			
L.S.	wait listed 407-03		

Previous Degree(s):

College Major Degree Date

College Major Degree Date

College Major Degree Date

Are you employed _____ full-time? _____ part-time?

Type of library: _____

Local Address: _____ Tel. No. _____
(if different from mailing address)

Business Address: _____ Tel. No. _____

Program Approved by: _____

* as Candy is on sabbatical Spring 1988, you may consult any faculty member as advisor.

Social Security No.

SIMMONS COLLEGE
GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Course Selection (Pre-Registration)

Fall Spring Summer
19___

Expected Graduation Date _____

Name Brewster Kale
First Middle Last

No. Courses Completed 0

Mailing Address
1006 Broadway
Number Street
Somerville, MA 02144
City State Zip Code

Advisor Schwartz

Currently Enrolled ____ New ____ Former X

Home State MA Home Country USA

	COURSE	DIVISION	SEM. HRS.
L.S.	427		4
L.S.			
L.S.			
L.S.			

Previous Degree(s):

College	Major	Degree	Date
MIT	EE/CS	BS	82

Are you employed yes full-time? yes part-time?

Type of library: _____

Local Address: _____ Tel. No. 628-4865
(if different from mailing address)

Business Address: 245 First St Cambridge MA 02142 Tel. No. 876-1111

Program Approved by: _____

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SIMMONS COLLEGE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

FACULTY OFFICE HOURS - SPRING SEMESTER 1988
(Effective January 26 - May 16, 1988)

SIMMONS COLLEGE (Connecting all offices).....738-2000
Library, Graduate School of Library and
Information Science.....738-2226
Library, Simmons College, Room L101.....738-2241
Faculty Secretary, Room L305G.....738-2223
Office, Graduate School of Library and
Information Science.....738-2264

IN ADDITION TO OFFICE HOURS LISTED, FACULTY WILL SCHEDULE OTHER TIMES BY APPOINTMENT

Ms. Nancy Allen	Mus. Fine Arts	267-9300 x385	By appointment only
Professor A.J. Anderson	Rm. L304	738-2230 or 475-8364	Tue. 1:00-1:30; 2:00-2:30 Fri. 1:00-1:30; 2:00-2:30
Mrs. Fran Berger Barbanel Assistant to the Dean	Rm. L307	738-2225	Mon. - Fri., 8:30-3:30
Professor James Baughman	Rm. L303	738-2229	Thu. 3:00 - 4:00 PM
Professor Margaret Bush	Rm. L312	738-3151 or 262-2045	Tue. 5:30 - 6:00 PM Thu. 1:30 - 2:30 PM Fri. 9:00 - 9:30 AM
Ms. Lorna Daniells	Rm. L517	738-3124 or 864-8973	Wed. 1:30 - 2:00 PM
Ms. Elizabeth Eaton	Rm. L519	738-2236 or hm. 523-7415 or wk. 956-7481	By appointment only
Professor Josephine Fang	Rm. L515	738-2233 or 489-2391	Mon. 6:00 - 7:00 PM Thu. 6:00 - 7:00 PM
Professor Peter Hernon	Rm. L305B	738-3118	Wed. 8:30 - 9:30 AM Thu. 2:00 - 2:30 PM Sat. 8:30 - 9:30 AM
Professor Sheila Intner	Rm. L302	738-2234 or 353-1494 or (413) 528-2698	Tue. 5:00 - 6:00 PM Thu. 3:00 - 4:00 PM
Professor Estelle Jussim	Rm. L520A	738-3119	Mon. 5:00 - 5:45 PM Tue. 1:30 - 2:15 PM Wed. 8:30 - 9:15 AM
Ms. Carolyn Markuson	Rm. L517	738-3124 or 449-6299	By appointment only
Professor James Matarazzo	Rm. L305E	738-2222 or 846-7348	Mon. 12:30 - 1:30 PM
Mr. Leo McAuliffe	Rm. L517	738-3124 or 471-5219	By appointment only

Professor Pamela McKirdy	Rm. L311	738-3150 or 657-3857	Tue. 12:30-1:30, all semester Jan. 26 - Mar. 17 Thu. 5:30-6:00; 9:00-9:30 PM Mar. 28 - May 14 Sat. 9:00-9:30 AM; 12:30-1:00
Ms. Jean Morrow	New England Conservatory	489-0672	Wed. 5:00 - 6:00 PM
Ms. Anne Northrop Assistant to the Director of Admissions	Rm. L305	738-2264	Mon. - Fri. 8:30 - 4:30 PM
Ms. Paula Olsen Secretary to the Associate Dean	Rm. L305E	738-2222	Mon. - Fri. 8:30 - 4:30 PM
Professor Patricia Oyler	Rm. L518	738-2235 or 924-0195	Mon. 2:00 - 2:30 PM Tue. 9:00 - 9:30 AM; 12:30-1:00 Thu. 5:30 - 6:00 PM
Ms. Shelley Quezada	Rm. L517	738-3124 or 267-9400	Thu. 9:00 - 9:30 AM
Mr. David Shapiro	Rm. L107	738-2243	By appointment only
Professor Allen Smith	Rm. L305C	738-2227	Tue. 8:30 - 9:00 AM; 12:30-1:00 Thu. 8:30 - 9:00 AM Fri. 8:30 - 9:00 AM
Ms. Megan Sniffin-Marinoff	Rm. L517	738-3124 or 655-1439	By appointment only
Dean Robert D. Stueart	Rm. L307	738-2225 or 237-3436	Mon. - Fri. 8:30 - 4:30 PM By appointment only
Ms. Glynys Thomas Secretary to the Associate Dean	Rm. L307	738-2225	Mon. - Fri. 8:30 - 4:30 PM
Ms. Alice Warner	Rm. L517	738-3124 or 862-9278 (8:00 AM-5:00 PM)	Tue. 1:30-2:30, by appointment
Ms. Linda Watkins Librarian	Rm. L403	738-2226	Mon. - Fri. 8:30 - 4:30 PM
Ms. Linda Willey Faculty Secretary	Rm. L305G	738-2223	Mon. - Fri. 8:30 - 4:30 PM
Ms. Ann Wilson	Rm. L517	738-3124 or 246-0254	By appointment only
Ms. Judith Yenawine	Rm. L305D	738-2264	Mon. - Fri. 8:30 - 4:30 PM

Simmons
~~HOODFIELD~~

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